

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION - COUNTY OF KERN

1115 Truxtun Avenue
Bakersfield, California 93301

Regular Meeting

Monday, January 12, 2015

5:30 p.m.

PRESENT: Commissioners Agbalog, Parli, Burrow, Prince & Rose

ABSENT: None

OTHERS: Steven Amick, Devin Brown, David, Castillo, Debbie Davis, Lori Eppler, Sandi Formhals, Jeff Frapwell, Carmen Gonzalez, Michael Goulart, Christina Griepsma, Bret Haney, Teresa Hitchcock, Robert Kilgore, Karen Kitchen, Ginny Krebs, Brian Marshall, Michelle McFarland, Konrad Moore, Paul Mydryk, Linda O'Neil, Steve Pendergrass, Keri Pharris, Margo Raison, Sarah Roberts, Debbie Rodriguez, John Silliman, Richard Strickland, Robb Seibly, David Wift and others

NOTE: Ag, Pa, Pr, Th, Ro are abbreviations for Commissioners Agbalog, Parli, Prince, Thorn & Rose. For example, Pa/Pr denotes Commissioner Parli made the motion and Commissioner Prince seconded the motion. The abbreviations "ab" means absent and "abd" abstained.

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

President Agbalog called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. **Public Presentations**

None

* 2. **Approval of Minutes**

Regular meeting of December 8, 2014 and special meeting of December 9, 2014.

APPROVED; Ro/Pr – All ayes

- *3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED;**
Ro/Pr – All ayes

6268) Patient Care Technician-Shift-DP-KMC
6269) Supervising Fire Helicopter Pilot-DP-Fire
6270) Administrative Coordinator
6271) Business Manager
6272) Maintenance Worker III-East Kern
6273) Maintenance Worker IV-Shift
6274) Chief Appraiser
6275) Medical Assistant I-Shift
6276) Sheriff's Senior Support Specialist-Shift
6277) Juvenile Correction Senior Cook-Shift-DP-Probation
6278) Chief Deputy County Administrative Officer
6279) Fiscal Support Specialist-DP-Library
6280) Office Services Assistant-PT-Shift-Frazier Park
6281) Medical Assistant II-Shift
6282) Human Services Supervisor-DP-DHS
6283) Program Specialist I/II
6284) Junior Staff Nurse/Staff Nurse-Shift
6285) Social Service Worker IV/V-East Kern-DHS
6286) Building Services Worker III-South Desert-Shift
6287) Supervising Bio-Medical Electronic Technician
6288) Supervising Park Ranger-Shift

- *4. **New Specification(s):** The following job specification(s) have been created in accordance with Civil Service Rules and established procedures. **APPROVED;**
Ro/Pr – All ayes

a) General Services Manager, Item No. 0643

5. **Revised Specification(s):** The following job specification(s) have been revised in accordance with Civil Service Rules and established procedures. **APPROVED;**
Ro/Pr – All ayes

a) Airport Operations and Security Manager (*formerly Airport Operations and Security Supervisor*), Item No. 4725
b) Equipment Operator, Item No. 4925
c) Fire Helicopter Pilot, Item No. 4476
d) Special Projects Manager, Item No. 0785

6. **Reclassification(s):** The following reclassification recommendations are based upon analysis conducted by the Personnel Department in accordance with Civil Service Rules and established procedures. **APPROVED;** *Pa/Ro – All ayes*

a) *Schedule 8995– AIRPORTS*

RECLASSIFY

4725	1	Airport Operations and Security Supervisor (Delete Classification)	R. 60.0	4334-5291
------	---	---	---------	-----------

TO

4725	1	Airport Operations and Security Manager (Title Change/ Salary Range Change)	R. 62.4	4885-5964
------	---	--	---------	-----------

b) *Schedule 1610 – COUNTY ADMINISTRATIVE OFFICE-GENERAL SERVICES*
APPROVED; *Bu/Ro – All ayes*

RECLASSIFY

0670	1	Communications Manager (Delete Classification)	R. 66.5	5994-7317
------	---	---	---------	-----------

TO

0643	1	General Services Manager (Title Change Only)	R. 66.5	5994-7317
------	---	---	---------	-----------

RECLASSIFY

0587	1	Facilities Maintenance Manager (Delete Classification)	R. 66.1	5875-7173
------	---	---	---------	-----------

TO

0643	1	General Services Manager (Title Change/Salary Range Change)	R. 66.5	5994-7317
------	---	--	---------	-----------

RECLASSIFY

0604	1	Purchasing Manager (Delete Classification)	R. 63.9	5265-6427
------	---	---	---------	-----------

TO

0643	1	General Services Manager (Title Change/Salary Range Change)	R. 66.5	5994-7317
------	---	--	---------	-----------

RECLASSIFY

0527	1	Real Property Manager (Delete Classification)	R. 64.6	5452-6656
------	---	--	---------	-----------

TO

0643	1	General Services Manager (Title Change/Salary Range Change)	R. 66.5	5994-7317
------	---	--	---------	-----------

- c) Schedule 8950 – COUNTY ADMINISTRATIVE OFFICE-GENERAL SERVICES
FLEET SERVICES /GARAGE; **APPROVED**; Ro/Pa – All ayes

RECLASSIFY

0701	1	Fleet Services Manager (Delete Classification)	R. 63.9	5265-6427
------	---	---	---------	-----------

TO

0643	1	General Services Manager (Title Change/Salary Range Change)	R. 66.5	5994-7317
------	---	--	---------	-----------

- d) Schedule 9144 – KERN SANITATION AUTHORITY; **APPROVED**; Pr/Ro – All ayes

RECLASSIFY

3275	1	Office Services Technician	R. 48.6	2455-2997
------	---	----------------------------	---------	-----------

TO

2865	1	Fiscal Support Technician	R. 50.8	2739-3344
------	---	---------------------------	---------	-----------

7. **Abolish Eligible List(s):** Abolishment of the following eligible list(s) is recommended by both the Personnel Department and the affected Department Head. **APPROVED**; *Ro/Bu- 3 ayes/ 2 oppose*
 - a) Administrative Analyst I/II, Examination No. 5952
8. **Request to Revise Job Descriptions Related to Background Investigations.** **APPROVED**; *Pr/Ro-All Ayes*
9. **Presentation of Personnel Department's Involvement with HIRE Job Club.** **MAKE PRESENTATION**; Presenter Michael Goulart, Equal Employment Opportunity Officer.
10. **Election of 2015 Civil Service Commission Officers.**

Motion made by Commissioner Prince, seconded by Commissioner Rose, nominating Jacquelyn Parli as President. **APPROVED**; *Pr/Ro-All Ayes*

Motion made by Commissioner Prince, seconded by Commissioner Parli, nominating Joy Rose as Vice President. **APPROVED**; *Pr/Pa-All Ayes*

11. **Director of Personnel Items/Report of Closed Session Actions:**

Ms. Krebs reported the following:

- There were four items heard in Closed Session during the Regular Meeting held on December 8, 2014. The reportable actions taken on these items are listed in the public minutes of that meeting.
- Your Commission welcomes a new Commissioner this evening: Mr. M. Bryan Burrow. Mr. Burrow is filling the remainder of Commissioner Jeffrey Thorn's term which will end on July 9th 2017.
- We have one Commissioner's term that will be expiring this year: Commissioner Jackie Parli's existing term will end on July 9, 2015. Commissioner Parli was appointed for Supervisorial District 2 by Supervisor Zack Scrivner.
- We welcomed a new employee to the Personnel Department today: Fiscal Support Specialist Christina Griepsma came to us as a promotion from the Mental Health Department. Christina is assigned to our unit of Fiscal Support Specialist which are collectively responsible for processing Notices of Employment; personnel status changes; maintenance of the salary ordinances and position control, payroll corrections; out-of-class pay; catastrophic leave; certification of eligibles to operating departments; and administration of the County Drug & Alcohol and Service Awards programs.

- On December 10th the Annual Employee Recognition Awards ceremony was held for the 8th year. The Employee Recognition Award Program is designed to motivate, recognize, and reward exemplary performance that supports the County's overall organizational goals. The 2014 winners included employees working for the Sheriff's Department, Human Services, District Attorney, Farm and Home, and General Services departments. The Director of Personnel is a standing member of the Employee Recognition Awards Committee which is the group that is tasked with developing criteria for awards, formulating the process, recruiting and screening members of the Recognition Review Committee, vetting nominees for Employee Recognition Awards, and organizing the event. Other committee members include a representative from the County Counsel which for the past 8 years has been Margo Raison, a member of the County Administrative Office, and other volunteers from the Strategic Workforce Planning Taskforce. Human Services and General Services has always made up this Strategic Workforce Planning Taskforce representation. The award ceremony held on December 10th should be able to be viewed on the County's public website very soon.

12. **Commission Member Presentations or Announcements:** None
13. **Adjourn to Closed Session:** At 5:58 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline of dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

14. PUBLIC EMPLOYMENT – Personal Necessity Leave
Fiscal Support Technician (Fire) - Case No. 2014-0059; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH MARCH 1, 2015; Pa/Pr – All ayes**
15. PUBLIC EMPLOYMENT – Reinstatement to the Re-employment List
Deputy Probation Officer II (Probation) – Case No. 2015-0001; **DENIED DUE TO FAILURE OF APPELLANT TO APPEAR; Ro/Pr – All ayes**
16. PUBLIC EMPLOYMENT – Personal Necessity Leave
Public Health Aide II (Public Health) – Case No. 2015-0002; **REQUEST FOR PERSONAL NECESSITY LEAVE DISMISSED DUE TO APPELLANT RETURNING TO WORK.**
17. PUBLIC EMPLOYMENT – Personal Necessity Leave
Utility Worker (Human Services) – Case No. 2015-0003; **REQUEST FOR PERSONAL NECESSITY LEAVE DISMISSED DUE TO APPELLANT RETIREMENT.**
18. PUBLIC EMPLOYMENT – Personal Necessity Leave
Detention Deputy (Sheriff) – Case No. 2015-0004; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH FEBRUARY 15, 2015; Pr/Pa – All ayes**

19. PUBLIC EMPLOYMENT – Personal Necessity Leave
Detention Deputy (Sheriff) – Case No. 2015-0005; **REQUEST FOR PERSONAL NECESSITY LEAVE DENIED**; *Pa/Bu – All ayes*
20. PUBLIC EMPLOYMENT – Personal Necessity Leave
Sheriff's Aide (Sheriff) – Case No. 2015-0006; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH FEBRUARY 9, 2015. UPDATE AT NEXT CSC MEETING**; *Pa/Bu- All Ayes*
21. PUBLIC EMPLOYMENT – Personal Necessity Leave
Detention Deputy (Sheriff) – Case No. 2015-0007; **DENIED DUE TO FAILURE OF APPELLANT TO APPEAR**; *Ro/Pr – All ayes*
22. PUBLIC EMPLOYMENT– Personal Necessity Leave
Human Services Technician III (Human Services) – Case No. 2015-0008; **REQUEST FOR PERSONAL NECESSITY LEAVE DISMISSED DUE TO APPELLANT RETIREMENT.**
23. PUBLIC EMPLOYMENT – Personal Necessity Leave
Social Service Worker (Human Services) – Case No. 2015-0009; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH FEBRUARY 1, 2015**; *Ro/Pr- All ayes*
24. PUBLIC EMPLOYMENT – Personal Necessity Leave
Office Services Technician (Public Defender) – Case No. 2015-0010; **REQUEST FOR PERSONAL NECESSITY LEAVE APPROVED THROUGH FEBRUARY 18, 2015**; *Ro/Pr- All ayes*
25. President Agbalog adjourned the meeting at 6:37 p.m. to reconvene at Special Meeting scheduled for Tuesday, January 13, 2015, at 5 p.m.